

Personal Leave with Official Travel (PLOT) *MyTravel*

Overview: Accounting for Personal Leave with Official Travel

Business travel can take us to exciting destinations as well as comfortable and familiar places. If you receive approval to take leave at your Temporary Duty (TDY) location, follow a few steps to ensure you remain in compliance with travel regulations.

Scenario: Personal Leave in conjunction with Government Travel to Orlando Conference

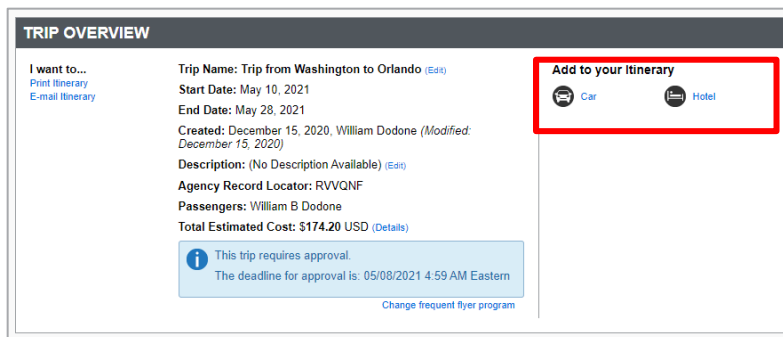
I am approved to go to a conference in Orlando, Florida traveling Monday, September 2, with the conference ending Friday evening, September 6. My family will join me after the conference ends to visit Disney World together. I plan to take a day of leave Monday, September 10 before traveling home. How do I ensure that the government does not reimburse me for my personal time?

DID YOU KNOW?

Before your trip, check your agency's guidelines and the Joint Travel Regulations for using government rates for hotel and rental car while on personal leave.

How do I account for Leave Days on my TDY Request?

1. Select your trip dates. By default, the car and hotel will be based on the departure and return dates. Hotel is checked by default.
2. If you plan to take leave with official travel, ensure the options for car and hotel are both unchecked—you will add those later based on your itinerary and leave dates.
3. Car and Hotel can be added to itinerary using customized dates after selecting flights.



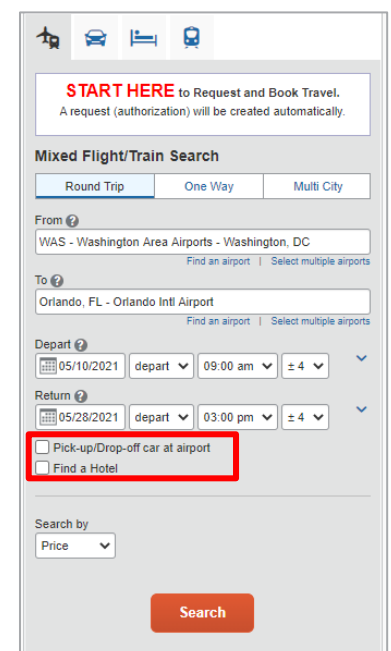
TRIP OVERVIEW

I want to...
Print Itinerary
E-mail Itinerary

Trip Name: Trip from Washington to Orlando (Edit)
Start Date: May 10, 2021
End Date: May 28, 2021
Created: December 15, 2020, William Dodone (Modified: December 15, 2020)
Description: (No Description Available) (Edit)
Agency Record Locator: RVVQNF
Passengers: William B Dodone
Total Estimated Cost: \$174.20 USD (Details)
This trip requires approval.
The deadline for approval is: 05/08/2021 4:59 AM Eastern
Change frequent flyer program

Add to your Itinerary

☐ Car ☒ Hotel



START HERE to Request and Book Travel.
A request (authorization) will be created automatically.

Mixed Flight/Train Search

Round Trip One Way Multi City

From WAS - Washington Area Airports - Washington, DC
Find an airport | Select multiple airports

To Orlando, FL - Orlando Intl Airport
Find an airport | Select multiple airports

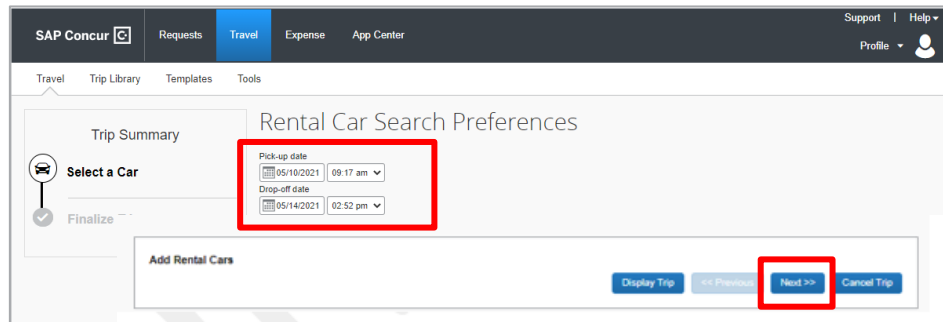
Depart 05/10/2021 depart 09:00 am ± 4
Return 05/28/2021 depart 03:00 pm ± 4

☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

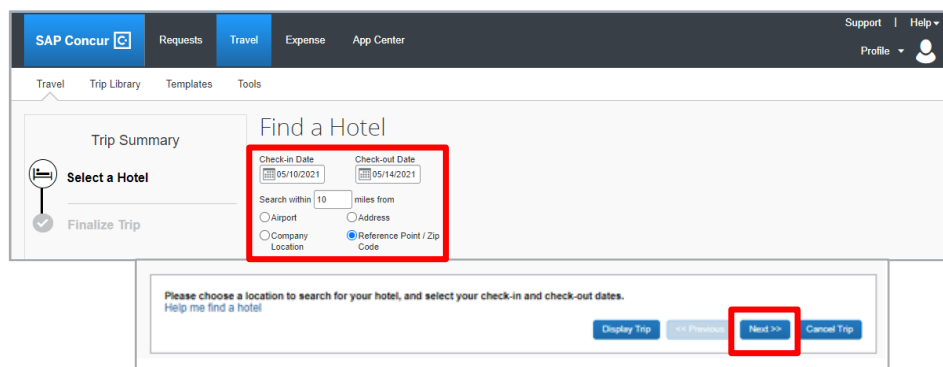
Search by
Price

Search

4. Customize the car and hotel begin and end dates for the billable portion of your trip.

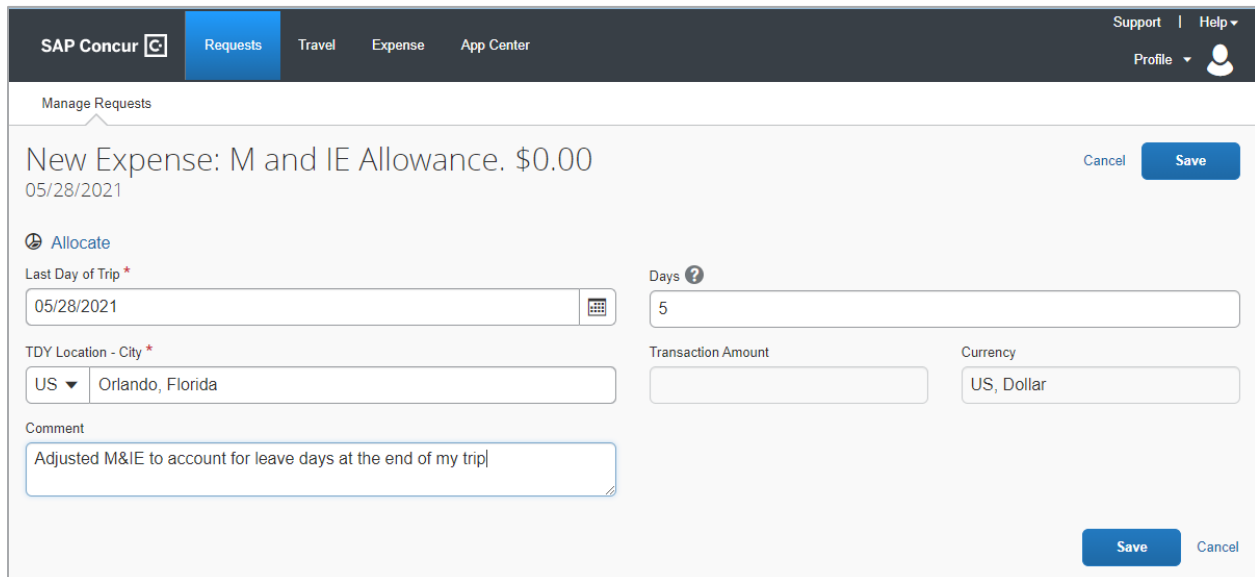


This screenshot shows the 'Rental Car Search Preferences' screen in SAP Concur. The 'Pick-up date' is set to 05/10/2021 at 09:17 am, and the 'Drop-off date' is set to 05/14/2021 at 02:52 pm. Both date and time fields are highlighted with a red rectangle. At the bottom, the 'Next >>' button is also highlighted with a red rectangle.



This screenshot shows the 'Find a Hotel' screen in SAP Concur. The 'Check-in Date' is 05/10/2021 and the 'Check-out Date' is 05/14/2021. The search radius is set to 10 miles from the 'Airport'. The 'Next >>' button at the bottom is highlighted with a red rectangle.

5. Adjust the Meals and Incidental Expenses (M&IE) to reflect work days only.



This screenshot shows the 'Manage Requests' screen in SAP Concur, specifically the 'New Expense: M and IE Allowance. \$0.00' form. The 'Last Day of Trip' is 05/28/2021, and the 'Days' field is set to 5. The 'TDY Location - City' is 'US' and 'Orlando, Florida'. The 'Transaction Amount' is \$0.00, and the 'Currency' is 'US, Dollar'. A comment is entered: 'Adjusted M&IE to account for leave days at the end of my trip'. The 'Save' button at the bottom right is highlighted with a red rectangle.

Oh no! I already reserved Car and Hotel. How do I make corrections to the dates?

1. If you inadvertently reserved car and hotel for the full trip to include personal leave dates, this is reflected on the reservation and must be adjusted to reflect the personal leave dates.

Trip Summary

Select Flights or Trains
Round Trip
WAS - MCO
Depart: Mon, 05/10/2021
Return: Fri, 05/14/2021

Select a Car [Remove](#)
Pick-up: Mon, 05/10/2021
Drop-off: Fri, 05/14/2021

Select a Hotel [Remove](#)
Nights: 4
Orlando, FL
Check-in: Mon, 05/10/2021
Check-out: Fri, 05/14/2021

Finalize Trip

2. At the Reservations confirmation screen, note the option available to Change the Car and Hotel selections.

Hertz Car Rental at: Orlando US (MCO) [Change](#) [Cancel](#)
Pick-up at: Orlando US (MCO)
Pick Up: 09:17 AM Mon May 10
Pick-up at: Orlando US (MCO)
Number of Cars: 1
Return: 02:52 PM Fri May 14
Returning to: Orlando US (MCO)
Confirmation: J6121795805
Status: Confirmed
Rate Code: USGPD
Additional Details
Rate: \$29.00 USD daily rate, unlimited miles
Total Rate: \$234.70 USD
Corporate Discount: 249603
Rental Details
Compact / Car / Automatic transmission / Air conditioning

Best Western Orlando Gateway Hotel [Change](#) [Cancel](#)
7299 Universal Blvd
Orlando, Florida, 32819
US
407-351-5009
Checking In: Mon May 10
Room 1, Days 4, Guests 1
Checking Out: Fri May 14
Confirmation: 953075789
Status: Confirmed
Additional Information
Daily Rate: \$76.99 USD
Total Rate: \$307.96 USD
Room Details
Room Description: RoomDescriptionCodeC2DXVUA
Special Instructions: Nonsmoking

3. Select Change next to the car reservation to adjust drop off date.

Hertz Car Rental at: Orlando US (MCO) Change | Cancel

Pick-up at: Orlando US (MCO)

Pick Up: 09:17 AM Mon May 10
Pick-up at: [Orlando US \(MCO\)](#)
Number of Cars: 1

Return: 02:52 PM Fri May 14
Returning to: [Orlando US \(MCO\)](#)

Additional Details
Rate: \$29.00 USD daily rate, unlimited miles
Total Rate: \$234.70 USD

Rental Details
Compact / Car / Automatic transmission / Air conditioning

Change Date ×

Confirm
Status: Confirmed
Rate Code:

Pick-up date: 05/10/2021 Time: 09:17 AM

Drop-off date: 05/12/2021 Time: 02:52 PM

Change Date

4. Select Change next to the hotel reservation to adjust check out date.

Best Western Orlando Gateway Hotel Change | Cancel

7299 Universal Blvd
Orlando, Florida, 32819
US
407-351-5009

Checking In: Mon May 10
Room 1, Days 4, Guests 1

Checking Out: Fri May 14

Additional Information
Daily Rate: \$76.99 USD

Room Details
Room Description: RoomDescriptionCodeC2DXVUA
Special Instructions: Nonsmoking

Cancellation Policy
Cancellation Fees may apply
Must Cancel By 4 Pm

Add to your Itinerary

Confirmation: 95307578
Status: Confirmed

Total Rate: \$307.96 USD

Change Date ×

Check-in Date: 05/10/2021

Check-out Date: 05/12/2021

Change Date

5. Review and accept rules and cancellation policy

Rules and cancellation policy

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 65.99 *** NEW RATE ***
TOTAL RATE: 168.74 USD
EXTRA PERSON: 0.00 USD - Extra adult charge

MUST BE CANCELLED BY 4PM ON 05/09/21
DISCOVER CARD (DS)
JCB CREDIT CARD (JC)
UNION PAY (UP)
VISA (VI)
AMERICAN EXPRESS (AX)
MASTERCARD (CA)
DINERS CLUB CARD (DC)
CARTE BLANCHE (CB)
HOTEL SPECIAL
2 DOUBLE BEDS,NSMK,FLATSC,2VAN,MICRFG 65.99 PER NIGHT
STARTING 10MAY FOR 2 NIGHTS 131.98 TOTAL RATE STARTING 10MAY
FOR 2 NIGHTS
0.00 USD - Rollaway bed
0.00 USD - Cribs

☒ agree to the hotel's rate rules, restrictions, and/or cancellation policy.

Continue **Cancel**

6. Follow the wizard to review the adjusted Reservations overview, finalize your trip, and confirm your adjusted itinerary.

Hertz Car Rental at: Orlando US (MCO)
 Pick-up at: Orlando US (MCO)
Pick Up: 09:17 AM Mon May 10
 Pick-up at: Orlando US (MCO)
 Number of Cars: 1
Return: 02:52 PM Wed May 12
 Returning to: Orlando US (MCO)
Confirmation: J6121795805
 Status: Confirmed
 Rate Code: USGPD
Additional Details
 Rate: \$29.00 USD daily rate, unlimited miles
 Total Rate: \$140.80 USD
 Corporate Discount: 249603
Rental Details
 Compact / Car / Automatic transmission / Air conditioning

Best Western Orlando Gateway Hotel
 7299 Universal Blvd
 Orlando, Florida, 32819
 US
 407-351-5009
Checking In: Mon May 10
 Room 1, Days 2, Guests 1
Checking Out: Wed May 12
Confirmation: 953075789
 Status: Confirmed
Additional Information
 Daily Rate: \$76.99 USD
 Total Rate: \$153.98 USD
Room Details
 Room Description: RoomDescriptionCodeC2DXVUA
 Special Instructions: Nonsmoking
Cancellation Policy
 Must Cancel By 4 Pm

Almost done... Please confirm this itinerary.

Display Trip
 << Previous
 Confirm Booking>>
Cancel Trip

7. When presented with the Request screen, review and correct any missing fields and enter comments as required by your approver.

SAP Concur
 Requests
 Travel
 Expense
 App Center
 Support
 Help
 Profile

Manage Requests

← → M and IE Allowance. \$165.00
 05/14/2021
 Cancel
 Save

Allocate
 Last Day of Trip *
 05/14/2021
 Days ?
 3
 TDY Location - City *
 US ▼ Orlando, Florida
 Transaction Amount
 165.00
 Currency
 US, Dollar
 Comment
 Will adjust M&IE on the expense side as well - leave in conjunction with TDY
 Save
 Cancel

Trip from Washington to Orlando \$633.98
 More Actions
 Submit Request

Not Submitted | Request ID: 43KHD | ⚠ Must be approved by: 05/08/2021 8:59 AM

Request Details
 Print/Share
 Attachments
 EXPECTED EXPENSES
 Add
 Edit
 Allocate
 Delete
 Alerts
 Expense type
 Details
 Date
 Amount
 Requested
 M and IE Allowance.
 Orlando, Florida
 05/14/2021
 \$165.00
 \$165.00
 Air Ticket (Self Booked)
 Washington (DCA) - Orlando (MCO)
 05/10/2021
 \$174.20
 \$174.20
 Car Rental (Self Booked)
 Orlando, Florida - Orlando, Florida
 05/10/2021
 \$140.80
 \$140.80
 Hotel Reservation (Self Booked)
 Orlando, Florida
 05/10/2021
 \$153.98
 \$153.98
 Estimated Total: \$633.98

8. Save and allocate to the appropriate line of accounting before final review

EXPECTED EXPENSES

Add **Edit** **Allocate** **Delete**

<input checked="" type="checkbox"/>	Alerts	Expense type	Details
<input checked="" type="checkbox"/>		M and IE Allowance.	Orlando, Florida
<input checked="" type="checkbox"/>		Air Ticket (Self Booked)	Washington (DCA) - Or
<input checked="" type="checkbox"/>		Car Rental (Self Booked)	Orlando, Florida - Orlan
<input checked="" type="checkbox"/>		Hotel Reservation (Self Booked)	Orlando, Florida

Allocate ×

Expenses: 4 | \$633.98

Percent **Amount**

Amount
\$633.98

Allocated \$633.98
100%

Remaining \$0.00
0%

Default Allocation

Code
TEST ORG

Percent %
0

Add **Edit** **Remove** **Save as Favorite**

<input type="checkbox"/>	LOA List	LOA Label	Code	Percent %
<input type="checkbox"/>	TEST ORG	20 TEST LOA LABEL 3	TEST ORG-20 TEST LOA LABEL 3	100

Save **Cancel**

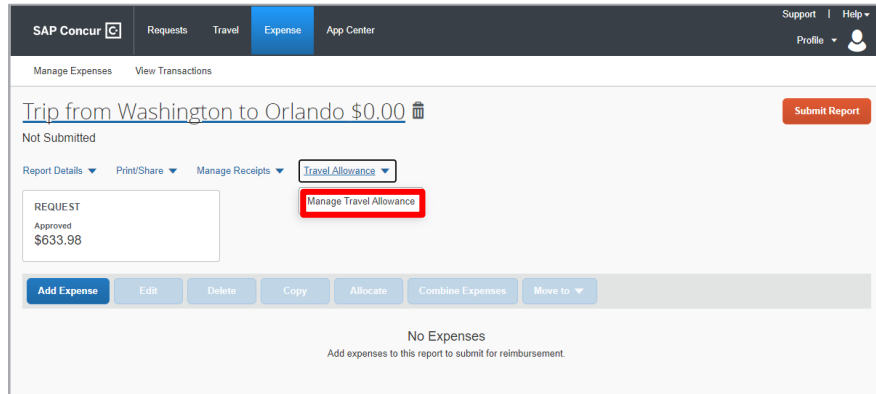
Traveler Confirmation Agreement ×

By submitting this request, you accept personal financial liability for any additional costs not reimbursed by the government if you change your itinerary. Consult your Approving Official before making any reservation changes to ensure compliance.

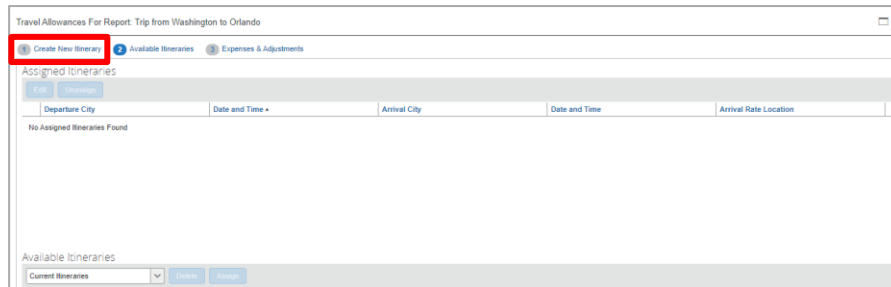
Accept & Continue **Cancel**

How do I ensure M&IE allowances are correct?

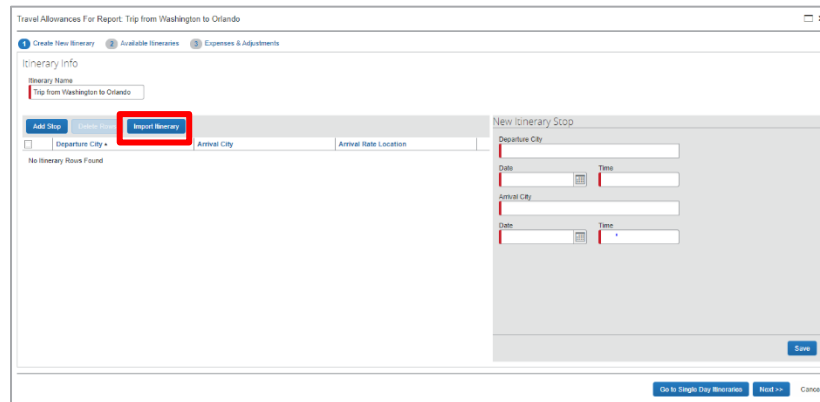
1. Review and import your trip itinerary



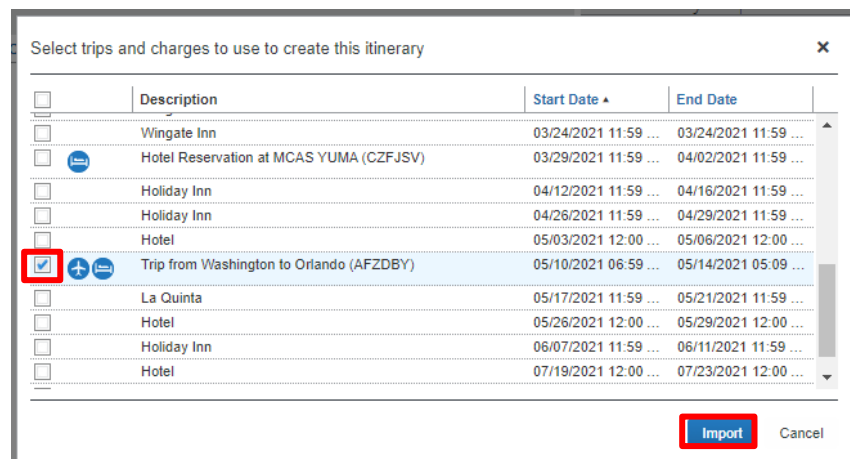
SAP Concur Expense report interface. The report is titled "Trip from Washington to Orlando \$0.00" and is marked "Not Submitted". The "Manage Receipts" dropdown menu is open, showing "Travel Allowance" and "Manage Travel Allowance" (highlighted with a red box). The "REQUEST" section shows "Approved \$633.98". Below the report are buttons for "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". A message at the bottom states "No Expenses. Add expenses to this report to submit for reimbursement."



Travel Allowances For Report: Trip from Washington to Orlando. The "Create New Itinerary" button is highlighted with a red box. The "Assigned Itineraries" section shows "No Assigned Itineraries Found". The "Available Itineraries" section shows "Current Itineraries" with buttons for "Delete" and "Change".



Travel Allowances For Report: Trip from Washington to Orlando - Itinerary Info. The "Import Itinerary" button is highlighted with a red box. The "New Itinerary Stop" section shows fields for "Departure City", "Date", "Time", "Arrival City", and "Arrival Rate Location". The "Save" button is at the bottom right.



Select trips and charges to use to create this itinerary. The table lists various travel items with checkboxes for selection. The "Trip from Washington to Orlando (AFZDBY)" row is selected, and its checkbox is highlighted with a red box. The "Import" button is highlighted with a red box at the bottom right.

	Description	Start Date	End Date
<input type="checkbox"/>	Wingate Inn	03/24/2021 11:59 ...	03/24/2021 11:59 ...
<input type="checkbox"/>	Hotel Reservation at MCAS YUMA (CZFYJSV)	03/29/2021 11:59 ...	04/02/2021 11:59 ...
<input type="checkbox"/>	Holiday Inn	04/12/2021 11:59 ...	04/16/2021 11:59 ...
<input type="checkbox"/>	Holiday Inn	04/26/2021 11:59 ...	04/29/2021 11:59 ...
<input type="checkbox"/>	Hotel	05/03/2021 12:00 ...	05/06/2021 12:00 ...
<input checked="" type="checkbox"/>	Trip from Washington to Orlando (AFZDBY)	05/10/2021 06:59 ...	05/14/2021 05:09 ...
<input type="checkbox"/>	La Quinta	05/17/2021 11:59 ...	05/21/2021 11:59 ...
<input type="checkbox"/>	Hotel	05/26/2021 12:00 ...	05/29/2021 12:00 ...
<input type="checkbox"/>	Holiday Inn	06/07/2021 11:59 ...	06/11/2021 11:59 ...
<input type="checkbox"/>	Hotel	07/19/2021 12:00 ...	07/23/2021 12:00 ...

2. On Expenses and Adjustments tab, review the column labeled 'No M&IE' to CHECK MARK the days of personal leave to ensure you do not receive entitlements.

Travel Allowances For Report: Trip from Washington to Orlando

Create New Itinerary Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Show dates from to Go

No M&IE All	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Actual Lodging	Allowance
<input type="checkbox"/>	05/10/2021 Orlando, Florida	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	05/11/2021 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input checked="" type="checkbox"/>	05/12/2021 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	05/13/2021 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	05/14/2021 Orlando, Florida	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50

Update Expenses Cancel

Trip from Washington to Orlando \$165.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$633.98

Add Expense

Note that Leave days (May 12-13 are not

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Other Payment Method	M and IE Allowance	Orlando, Florida	05/14/2021	\$49.50 Allocated
<input type="checkbox"/>	Other Payment Method	M and IE Allowance	Orlando, Florida	05/11/2021	\$66.00 Allocated
<input type="checkbox"/>	Other Payment Method	M and IE Allowance	Orlando, Florida	05/10/2021	\$49.50 Allocated
					\$165.00

References

JTR Chapter 3: TDY TRAVEL PART E: LEAVE IN CONJUNCTION WITH TDY